

PUBLIC RECORDS REPRODUCTION REQUEST FORM
STATE OF ARIZONA
INFORMATION & INSTRUCTION SHEET

Requesting Party: Please note the following information and instructions.

Pursuant to A.R.S. § 39-121.03. (1998): **Request for copies, printouts or photographs; statement of purpose; commercial purpose as abuse of public record; determination by governor; civil penalty; definition.**

A. Any person requesting copies, printouts or photographs of public records for commercial purpose shall, upon making such a request, provide a certified statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the verified statement the custodian of such records may furnish reproductions, the charge for which will include the following:

1. A portion of the cost to the state for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market.

B. If the custodian of public record determines that the commercial purpose stated in the verified statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the governor requesting that the governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The governor, upon application from a custodian of public records, shall determine whether the commercial purpose is a misuse or an abuse of the public record. If the governor determines that the public record shall not be provided for such commercial purpose he/she shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection A of this section.

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C. A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a non-commercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall in addition to the penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorneys' fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

D. As used in this section "commercial purpose" means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonable anticipate the receipt of monetary gain from the direct or indirect use of such public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state.

Added by Laws 1977, Ch. 54, § 3, effective May 17, 1977. Amended by Laws 1985, Ch. 213 § 4.

Note: 13-2702. Perjury; classification

A. A person commits perjury by making false sworn statement in regard to material issue, believe it to be false.

B. Perjury is a class 4 felony.

Added by Laws 1977, Ch. 142, § 88, effective October 1, 1978.

PUBLIC RECORDS REPRODUCTION REQUEST

Documents and/or information relating to (Name of person): _____

Certificate No. _____ and/or File No(s).: _____

Indicate record(s) or documents you wish to have copied: _____

No. of pages: _____ Enclose/Enclosed: \$ _____

Make check or money order payable to: Arizona State Board of Accountancy

(Check one) NON-COMMERCIAL _____ or COMMERCIAL _____

Mailing address:

[Requesting Party]

Name: _____ Business Name: _____

Email Address (required if requesting electronic transfer of data): _____

Address: _____ Suite _____, City, State & Zip: _____

Phone: (_____) _____ Ext. _____ Fax: (_____) _____

If you are asking for public records to be used solely for non-commercial purposes the following information is **voluntary**:

Specifically state the purpose for which the record(s) are to be used: _____

COMMERCIAL - The following information is **required**:

I, _____, declare that I have read the information and
(Requesting Party)

instruction sheet accompanying this form and understand the contents therein. I further declare that the copies of the public records described above which I have requested are to be used for: _____

I further declare that such copies or reproductions will not be used directly or indirectly for a different purpose other than described above. I further declare under penalty of perjury that the foregoing is correct and true.

DATE: _____

Requesting Party's Signature

PLEASE HAVE YOUR SIGNATURE NOTARIZED IF
THE RECORDS WILL BE USED FOR COMMERCIAL PURPOSES.

STATE OF _____)
) ss.
County of _____)

SUBSCRIBED and sworn to before me by the said _____
this _____ day of _____, _____. (Printed Name of Requesting Party)

My commission expires:

Notary Public